



**City  
of  
Milwaukee**

## TEMPORARY EXTENSION REQUEST CLASS "B" OR "C" PREMISES

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

**Note:** Applications should be filed at least 60 days prior to the date of the event to allow for action to be taken by the Licenses Committee and Common Council. Applications must be on file a minimum of 3 days prior to granting by the Common Council. Effective 1/1/07: A **\$35 fee** for applications filed at least 30 days before the event is required; a **\$50 fee** for applications filed less than 30 days before the event is required. Applications submitted without the required fee will be returned.

Date of Application:		Aldermanic District:	
DATE(S) AND TIME(S) OF EVENT (must be consecutive or another form is required):			
DATE _____	START TIME _____	END TIME _____	
DATE _____	START TIME _____	END TIME _____	
DATE _____	START TIME _____	END TIME _____	
Name of Event:		Business Telephone Number: (     )     -	
Licensee: <i>(Provide name of individual; each partner if partnership; or agent, if corporation or limited liability corporation)</i>			
Name of Corporation or LLC, if applicable:			
Trade Name of Business:			
Street Address of Business:			Zip Code:
Mailing Address (If different than business address):			Zip Code:
Specific location(s) for which the temporary extension of premises is requested <i>(Check <input checked="" type="checkbox"/> and complete all that apply. Example: "side"; "front"; "rear"; "west side"; "second floor")</i>			
<input type="checkbox"/> Sidewalk located at the _____ of the premises. <input type="checkbox"/> Parking lot located at the _____ of the premises. <input type="checkbox"/> Street located at the _____ of the premises. <input type="checkbox"/> Yard located at the _____ of the premises. <input type="checkbox"/> Other: _____			
Will the event include the outside performance of live music? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", indicate time:		Start Time:	End Time:
<b>Attention:</b> A separate permit is required for the performance of live music. In the event you do not hold an Instrumental Music, Dance or Amusement (Cabaret/Nite Club) license, you will need to obtain a separate Special Dance (party) permit for each date live music will be performed. There is a separate \$35 fee for each date a special dancing permit is being requested. No more than 20 special dancing permits shall be issued for the same premises in any license year. No more than 4 special dancing permits shall be issued for the same premises in any calendar month.			
Do you need any Special Dance permits related to this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Number of permits: _____	
SUBSCRIBED & SWORN TO BEFORE ME THIS _____ day of _____, 20____			
_____ Notary Public, State of Wisconsin		_____ Signature of Applicant	
My Commission expires _____ <b>Notary Seal must be affixed</b>			

## Office Use Only:

### Aldermanic Recommendation:

- ☐ **Recommends Approval** Unless noted below, approval recommendation here includes approval of any related Special Dance permits.
- ☐ **Objects to Granting** If "objects," indicate below any factors considered in making determination.
- ☐ **Objection to Granting Special Party Permit Only**
- ☐ The appropriateness of the location and site for which the permit is sought and whether the event for which the permit is sought will create undesirable neighborhood problems.
  - ☐ The hours during which the event would be operated on the site and the likely effect of the event on the surrounding area.
  - ☐ Whether previous permits granted to the same applicant or to other applicants for the same site have resulted in neighborhood problems including, but not limited to, complaints of loud music, noise, litter, disorderly assemblages, and loitering or public urination.
  - ☐ Whether the applicant has been charged or convicted of any felony, misdemeanor, municipal offense or other offense, the circumstances of which substantially relate to the activity for which the permit is sought.
  - ☐ Other factors which reasonably relate to the public health, safety and welfare.

\_\_\_\_\_  
Signature of Alderperson

\_\_\_\_\_  
Date

### License Division Staff:

Are regular meetings of both the Licenses Committee and Common Council scheduled prior to the date(s) for which the permit is sought, and has the application been filed **at least 3 days prior to** the date of granting by the Common Council? ☐ Yes ☐ No Initials: \_\_\_\_\_

If "no," applicant is required to sign below to acknowledge the following:

**I understand this application requesting a temporary extension of a licensed premises must be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located and the Licenses Committee of the Common Council.**

**In addition, I have been advised that no regular meetings of the Licenses Committee and Common Council are scheduled during the period of time between the filing of this application and the date(s) for which the permit is sought and, therefore, a possibility exists that this application requesting a temporary extension of a licensed premise may not be granted.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Date Filed: \_\_\_\_\_

Initials: \_\_\_\_\_

SDANC #: \_\_\_\_\_

Applications requesting a temporary extension of a licensed premises must be granted by the Common Council after first being recommended for approval by both the alderperson representing the district in which the premises is located and the Licenses Committee of the Common Council.

If no regular meetings of the Licenses Committee and Common Council are scheduled during the period of time between the filing of an application and the date(s) of the event for which the permit is sought, a possibility exists that the application requesting a temporary extension of the licensed premises may not be granted.

If you want a temporary extension permit for an event being held between:			Then your permit application must be filed on or before:
1/1/2007	and	1/20/2007	11/13/2006
1/21/2007	and	2/10/2007	12/26/2006
2/11/2007	and	3/3/2007	1/16/2007
3/4/2007	and	3/24/2007	2/5/2007
3/25/2007	and	4/21/2007	2/26/2007
4/22/2007	and	5/12/2007	3/19/2007
5/13/2007	and	6/2/2007	4/16/2007
6/3/2007	and	6/23/2007	5/7/2007
6/24/2007	and	7/14/2007	5/29/2007
7/15/2007	and	9/29/2007	6/18/2007
9/30/2007	and	10/27/2007	9/4/2007
10/28/2007	and	11/24/2007	10/1/2007
11/25/2007	and	1/31/2008	11/12/2007